

**CIA INTERNAL USE ONLY**

**MEMORANDUM FOR: Director of Security**  
**Assistant to the Deputy Director (Support)**  
**Director of Personnel**

**SUBJECT : Procedures for Handling Cases of Misconduct**

1. Cases of misconduct involving Agency employees ordinarily come to the attention of the Director of Security through his liaison. It will be normal procedure for the Office of Security to complete the handling of all such cases in which security implications are predominant. All other cases will be referred by the Director of Security to the Director of Personnel. In the interest of time, the Director of Security is authorized and encouraged to notify appropriate Agency officials of the existence of any such case and to inform the Director of Personnel that such notifications have been made.

2. It will be the responsibility of the Director of Personnel to review all such cases referred to him, to consult as appropriate with responsible Agency officials, to take such administrative or disciplinary action as may be within his competence, and to report actions taken to the undersigned.

3. If upon review of a case the Director of Personnel determines that the action called for falls within the competence of a review board, he will assemble all pertinent information, take such action as may be necessary to prepare the case for review, and will refer the case to the Assistant to the Deputy Director (Support).

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**L. K. WHITE**  
**Deputy Director**  
**(Support)**

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